

LANCASTER COUNTY
JUVENILE DETENTION COORDINATOR

NATURE OF WORK

This is responsible supervisory and administrative work assisting the Director in managing the operations and subordinate personnel in a secure detention center or staff secure facility for juveniles.

Work involves responsibility for the supervision and evaluation of the work performed by subordinate juvenile staff; assist in the planning and developing of departmental policies and procedures and programs and services offered to ensure compliance with local, state and national standards. Work also involves participating in applicant interviewing and hiring processes; managing the staff schedule; enforcing facility rules and regulations; and assisting in locating community resources to aid detained juveniles. General supervision is received from an administrative superior with work being reviewed in the form of conferences, reports submitted and training effectiveness. Supervision is exercised over subordinate staff members.

EXAMPLES OF WORK PERFORMED

Schedule, supervise and evaluate the work performed by Juvenile Detention Supervisors; assist in the applicant interviewing and selection process for employment; plan and coordinate resident activities; assume full responsibility for management of emergency situations in absence of the director and deputy director.

Develop, review and update agency policies, procedures and post orders; communicate new or revised agency policies and procedures to agency personnel; maintain appropriate documentation which supports compliance with all federal, state and local laws.

Serves as the program safety coordinator responsible for managing all safety and security related functions; monitors the condition of security equipment and hardware; ensures the completion of fire drills, inspections and testing.

Perform related work as required.

DESIRABLE KNOWLEDGES, ABILITIES, AND SKILLS

Considerable knowledge of the methods, practices and regulations relating to juvenile detention.

Considerable knowledge of adult and juvenile justice systems including federal, state and local standards relating to juvenile detention facilities and non-secure child caring agencies.

Considerable knowledge of human service agencies and programs related to adolescents and their families.

Considerable knowledge of the sociological, behavioral and cultural factors influencing the behavior and attitudes of adolescents.

Knowledge of personnel administration.

Ability to coordinate multiple services and functions among various staff in high stress situations.

Ability to work independently and assign priorities to pending projects.

Ability to use a personal computer including basic word processing and a variety of computer software applications.

Ability to effectively supervise subordinate employees.

Ability to establish and maintain effective working relationships with community representatives, juveniles, co-workers and the general public.

Ability to physically restrain a juvenile whose behavior is harmful to self or others using appropriate methods.

Ability to communicate effectively both orally and in writing.

DESIRABLE TRAINING AND EXPERIENCE

Graduation from an accredited four year college or university with major course work in criminal justice, adolescent growth and development, psychology, sociology, social work or related field plus experience in program development, supervising and educating or training personnel. Graduate work in the behavioral science areas, public administration or related field preferred.

MINIMUM QUALIFICATIONS

Graduation from an accredited four year college or university with major course work in criminal justice, adolescent growth and development, psychology, sociology, social work or related field plus experience supervising and training personnel within a juvenile detention/correctional facility.

NECESSARY SPECIAL REQUIREMENT

Must possess a valid State of Nebraska driver's license. At the time of employment, must meet facility driving record requirements.

Must be a citizen of the United States and be at least twenty-one (21) years of age.

At the time of employment, must be fingerprinted for a National and State criminal history search; must be free of any convictions of crimes punishable by imprisonment in a state or federal penitentiary for a term of one year or more which a pardon has not been received; cannot be registered as a child abuse or sexual offender with the national child abuse and neglect registry.

At the time of employment, must submit to and successfully pass a substance abuse test.

At the time of employment, must pass a physical examination and meet the physical and medical requirements of the job classification.

Approved by: _____
Department Head

Personnel Director

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